

**Nonresidential and Residential Use Permit
ZONING OFFICE
CITY OF FAIRFAX**

I. Please read the instructions on the back of this form and then complete items 1 through 5 below.

1. This application is to obtain a Nonresidential Use Permit for the following: (You may check more than one)	
<input type="checkbox"/> New Business in the City <input type="checkbox"/> New Owner in the City	
Name _____	T/A _____
Relocated Business within the City	
Name _____	T/A _____
Expanded Business within the City	
Name _____	T/A _____
2. Subject Property Address: _____ Room No. _____	
Proposed Use: _____ Bus. Phone No.: _____ Sq. Ft. _____	
Property Owner Name: _____ Address: _____	
3. Your Name: Mr./Ms. _____ Signature: _____	
Your Address _____ Phone No.: _____	
4. Has a Special Use Permit/Special Exception/Variance/Board of Architectural Review or Rezoning with Proffers (circle one) been applied for? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when was it was approved _____	
Are there conditions or proffers that were approved/imposed by City Council or the Board of Zoning Appeals? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what were they? <u>(list or attach)</u> _____	

5. If yes, Zoning Administrator signature required	

→ **Fire Marshal (385-7830, Room 103)** Approved _____ Date: _____

Remarks _____

Not Required: _____ Date: _____

Site Plan Inspector (385-7828) Approved _____ Date: _____

Remarks _____

Not Required: _____ Date: _____

-----FOR OFFICE USE ONLY-----

Zone: _____	NON-RUP No: _____
	Temp NON-RUP No: _____
C.O. No.: _____	RUP No. _____
Code Administration Approval _____	Tax Map No. _____
Receipt No.: _____	Date Issued: _____
NON-RUP Fee: \$50.00	
Zoning Administrator Approval _____	

**APPLICATION FOR Nonresidential Use Permit
ZONING OFFICE
CITY OF FAIRFAX**

This application and fee payment do not give the right or permission to occupy or use a structure or location until a Certificate of Occupancy has been issued. The certificate, and RUP/NONRUP cannot be issued until the following actions have been taken by the applicant.

- ☐ Contact the Zoning Office to verify that the proposed use of the property meets Zoning Regulations (Room 101).
- ☐ Contact the Code Administration Office to obtain permits for all proposed construction, and to obtain a Certificate of Occupancy (Room 103).